

**UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF NEW YORK**



**GENERAL ORDER # 29**

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In the Matter of Processing Sealed  
Documents Following the Closure of  
a Case (either Civil or Criminal)

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At their March 31, 2006 meeting, the Board of Judges of the Northern District of New York adopted General Order #29 to clarify the requirements regarding the handling of Sealed documents following the closure of a civil or criminal case:

**It is So Ordered that:** Pleadings and other papers filed under seal in civil and criminal actions (excluding grand jury proceedings) shall be maintained under seal for sixty (60) days following final disposition of the action (ie: final disposition of the action includes any time allowed by the federal rules to file an appeal in either a civil or criminal matter, if an appeal is filed, sixty (60) days from the date of the filing of the mandate if the action was not remanded for further proceedings). After that time, all sealed documents shall be unsealed and placed in the case record unless the district judge or magistrate judge upon motion, orders that the pleading or other document be maintained under seal or returned to the filing party.

**SO ORDERED**

This 31st day of March, 2006  
Syracuse, NY

  
Norman A. Mordue  
Chief United States District Court Judge